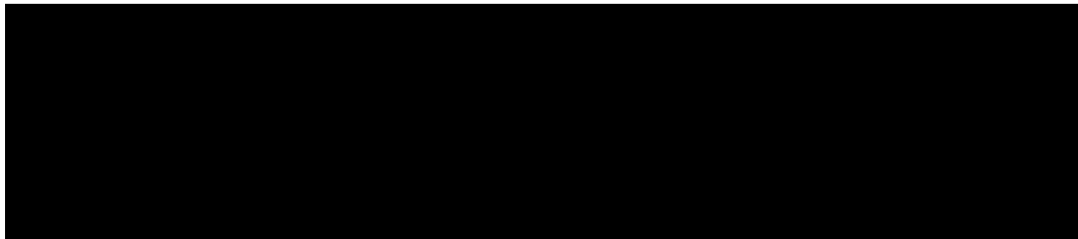


MEMORANDUM FOR: Chief, PPB

21 FEB
1974

THROUGH : Chief, PP&AD

SUBJECT : B&F Branch Monthly Report for January



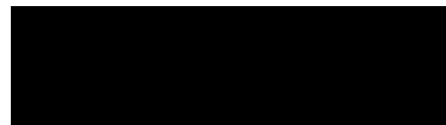
25X1A

2. To provide advice and assistance to Agency personnel in the preparation of their 1973 Federal and State (Maryland, Virginia, and the District of Columbia) income tax returns [redacted] from the B&F Branch attended a two-day Income Tax Seminar in the Headquarters auditorium on 28 and 29 January 1974 presented by representatives of the U. S. Internal Revenue Service and an Agency officer. Individuals desiring guidance during the 1973 income tax filing period may obtain assistance of a general nature by contacting the B&F Branch, Room 4E49 Hqs., Ext. 5345.

25X1A

3. W-2's for 1973 were distributed to most employees on 11 January, the earliest ever! This is a tribute to the new payroll system and to the dedication and extra hours of effort on the part of many in the Office of Joint Computer Support and the Compensation and Tax Division. This was a significant achievement recognizing the complications of cover and other ramifications of Agency payrolling operations.

4. Look for more exciting events from your friendly B&F office next month.



Chief, B&F Branch

25X1A

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dk

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OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Chief, PP&AD		<i>dk</i>
2			
3	Chief, PPB		
4			
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
Remarks: <p style="text-align: center;">B&F Branch monthly report for January 1974.</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Chief, B&F			21 FEB 1974
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